



Department of
Administrative Services

Customer Focused, Performance Driven

Sonny Perdue
GOVERNOR

Brad Douglas
COMMISSIONER

Dear Applicant,

Thank you for your interest in the Georgia Department of Administrative Services, Surplus Property Program. This program offers surplus federal and state personal property to non-profit **Sheltered Workshops**. Service charges apply for all property. In order to qualify for this program, your organization must meet the specific criteria outlined below. Applications must be signed by one of the organization's principal officers.

- **Application for Eligibility** (Includes Non-Discrimination Assurance & Resolution/Designation of Certifying Officials and Property Selectors).
- **Articles of Incorporation** showing the signature and seal of the Secretary of State and a copy of any amendments that may have been made.
- Letter from the Internal Revenue Service stating that your organization is income tax exempt under their section **501(c) (3)**. If there's an advanced ruling period, please submit the follow-up letter.
- A detailed **narrative description** (or brochure) of the services the program provides. Please include the approximate number of individuals served by your program.
- **Evidence of approval** from one the following agencies responsible for certifying programs for the mentally and/or physically challenged:
 - a) Department of Human Resources
 - b) Community
 - c) Department of Labor

Please complete this package in its entirety. Incomplete applications can not be processed and will delay your organization's eligibility determination. Send completed applications and supporting documentation to:

GA DOAS, Surplus Property Division
Attn: Eligibility Processing
2072 North Bibb Drive
Tucker, GA 30084

There is no charge for this application process. If you have any questions, please contact Tashika Cullins at (770) 414-6468.

Sincerely,

Steve Ekin
Director

GA DOAS Surplus Property [Application](http://www.doas.georgia.gov) for Eligibility